



**Minnesota  
NorthCollege**  
A Member of Minnesota State

## Preferred Name Request

Minnesota North College  
Records Office  
1515 East 25<sup>th</sup> Street  
Hibbing, MN 55746  
Phone (Local): 218.293.6850  
Phone (Toll free): 888.223.8068

- Complete this form if you would like Minnesota North College to use a preferred name for you in its records, consistent with System Procedure.
- If you complete this form, your preferred name will appear in your campus email address, system directories, class rosters and other Minnesota North records as technically feasible except where your legal name is required.
- You may request a preferred first, middle and/or last name.
- Minnesota North reserves the right to deny a requested preferred name if the requested name is inappropriate, such as: to avoid legal obligation, to misrepresent, violates some system policy, etc.
- You may change your preferred name by completing this form again. Individuals DO NOT have the ability to change a preferred name independently.

Student Tech ID or Star ID: \_\_\_\_\_

### LEGAL NAME

Legal First Name:	Legal Middle Name:	Legal Last Name:

By completing the information below, you are requesting your preferred name appear as listed at any Minnesota State institution where you have an educational or employment relationship, and where the legal name is not required for business or legal reasons. Note that presentations of preferred name will be subject to the availability of technical resources at individual institutions. By your signature below, you affirm that this application is made for the purposes of your employee and/or academic record, and that you intend to use this name consistently for these purposes within the Minnesota State system.

### PREFERRED NAME

Preferred First Name (optional):	Preferred Middle Name (optional):	Preferred Last Name (optional):

Signature of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*Forms should be submitted by email to: [Records@minnesotanorth.edu](mailto:Records@minnesotanorth.edu)

#### OFFICE USE ONLY

Date entered in ISRS: \_\_\_\_\_ By: \_\_\_\_\_